

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

SOCIAL SERVICES ADMINISTRATIVE MANAGER

JOB DESCRIPTION

Employees in this job function as professional administrative managers directing the work of professional staff involved in fiscal management, facilities management, procurement, data processing, and personnel and labor relations in a Family Independence Agency county office. The employee, under general or administrative supervision, works within general methods and procedures and exercises considerable independent judgment to select the proper courses of action. The work requires thorough knowledge of the policies, procedures, and regulations of office management in the county offices. The work is performed through the application of a body of knowledge related to the methods, practices, procedures, policies, regulations, and laws of the field.

There is one classification in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title – Social Services Administrative Manager 2

Social Services Administrative Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

SOCIAL SERVICES ADMINISTRATIVE MANAGER

PAGE No. 2

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Maintains records, prepares reports, and conducts correspondence relative to the work.

Directs office support service activities such as record storage and maintenance, equipment inventory, mail services, stores and purchases, salvage, and the office motor vehicles.

Reviews and monitors the fiscal allocations and operations of the county office.

Conducts and directs the review and evaluation of such items as contracts, leases, personnel forms, financial allocation reports, operational reports, etc. that are necessary to effectively manage the office.

Monitors ongoing activities in order to anticipate and assess potential or emerging problem areas for office management and develops appropriate responses.

Oversees data processing and Local Office Automation (LOA) equipment and needs.

Arranges for and oversees the telecommunication system for the facility.

Negotiates with facility landlord to obtain needed repairs, services, and building improvements.

Applies the laws, regulations, and principles of equal employment opportunity and affirmative action to personnel situations.

Plans and coordinates moving activities when the office moves to the new facility.

Prepares and/or edits reports for the county director.

Evaluates space needs, develops floor plans, and develops county or district space needs for a new or enlarged facility.

Develops and revises policies and procedures to support and maintain the effectiveness and efficiency of the office management functions.

Supervises the receipt and distribution of supplies and equipment, the maintenance of inventories, and the control of purchases and supplies.

SOCIAL SERVICES ADMINISTRATIVE MANAGER

PAGE No. 3

Develops bid specifications, coordinates and monitors vendor contracts for such services as snow removal, cleaning services, lawn maintenance, rubbish removal, and grounds maintenance.

Functions as the personnel liaison between the county office and the Office of Human Resources.

Assist county director in the development of budget requests for presentation to the county board.

Develops projections of travel, equipment, and contractual services, supplies, and materials (CSS&M) needs.

Evaluates, recommends, and implements corrective actions to address audit exceptions.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Considerable knowledge of rules, regulations, policies, procedures, precedents, and terminology used in the work.

Considerable knowledge of the techniques of interviewing and of obtaining information.

Considerable knowledge of accounting systems.

Considerable knowledge of office management including, organizational analysis, work flow, departmental forms, supplies, and equipment, and departmental procedures related to filing, record keeping, correspondence, mail, procurement, stockroom, and duplication.

Considerable knowledge of the Department of Civil Service Commission rules, procedures, and merit system practices.

Considerable knowledge of labor relations.

Considerable knowledge of training and supervisory techniques.

Considerable knowledge of employment policies and practices.

Considerable knowledge of equal employment opportunity and affirmative action policies and practices.

Ability to interpret, explain, and apply complex laws, rules, and regulations.

SOCIAL SERVICES ADMINISTRATIVE MANAGER

PAGE No. 4

Ability to conduct training and information sessions.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a bachelor's degree in business and administration, finance, accounting, or public administration, with 8 semester (12 term) credits in accounting.

Experience

Four years of professional experience involving the application of the principles of finance or in two or more of the following areas of administrative management: personnel, data processing, purchasing, organizational analysis, or property management, including either two years equivalent to the P11 experienced-level.

OR

One year equivalent to the professional 12-level senior, lead worker, or specialist experience involving the application of the principles of finance or in two or more of the following areas of administrative management, personnel, data processing, purchasing, organizational analysis, or property management.

OR

Two years of experience as a Social Services Administrative Supervisor 11.

Special Requirements, Licenses, and Certifications

Certain positions may require that only individuals with specific experience qualifications be appointed.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

SOCIAL SERVICES ADMINISTRATIVE MANAGER

PAGE No. 5

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

SOCSADMGR

Job Code Description

Social Services Administrative Manager

Position Title

Social Services Administrative Manager-2

Social Services Administrative Manager-2 (PP)

Position Code

SOCAMGR2

SOCAMGR2

Pay Schedule

NERE-182

NERE-082P

ECP Group Three
Revised 7/23/01
HET/VLWT/NXN/BH